

21 November 1974

NOTE FOR: Mr. Blake

I have coordinated this package with Mr. Scott Breckinridge of the Inspector General's Office, and I have prepared new versions of Tabs "A" and "B" for the following reasons:

- a. The Office of Personnel draft was not completely clear in paragraph 1; the IG suggested a change in paragraph 2; and a word was left out of paragraph 3.
- b. Mr. Breckinridge and Mr. Chamberlain felt that the letter to the Civil Service Comm., in paragraph 2, put too much emphasis on "apolitical"--and I tend to agree. Their point is that the President's message, and the CSC letter cover all forms of discrimination, not just politics.

  
LJD

~~DB/A EG~~

*John*  
*Revised to the point*  
*about that the letter has*  
*been considered and I*  
*the I.G.'s office*  
*Don't know*

MORI/CDF Pages, 2,3,4,5,6 thru  
10, 12, 15, 17, 20, 21, 23, 24, 29, &

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

FROM: Deputy Director for  
Administration

EXTENSION

NO.

STAT

Headquarters

DATE

22 NOV 1974

TO: (Officer designation, room number, and  
building)

DATE

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

STAT

1. Director of Central  
Intelligence

2.

3.

4.

5. Deputy Director for  
Administration

6.

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15.

Attached as Tab A is a suggested letter to the Chairman, U.S. Civil Service Commission concerning action in response to the President's directive that appointments and promotions in the career service must be made without regard to politics, creed, race, or sex.

STAT

Attached as Tab B is a proposed Headquarters Notice on the integrity of the merit system.

The letter has been coordinated with the IG office.

DDA-74-4576

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

22 Nov 74

Honorable Robert E. Hampton  
Chairman  
United States Civil Service Commission  
Washington, D. C. 20415

Dear Mr. Hampton:

This is in reply to your memorandum of 7 October 1974 concerning action responsive to the President's directive that appointments and promotions in the career service must be made without regard to either politics, race, creed, or sex.

Personnel management in this Agency is based on the principle that all appointments and promotions will be made on a merit basis, and without consideration of the individual's race, creed, sex, or political persuasion. We have issued an Agency Notice to direct the attention of managers and supervisors to the President's memorandum. That Notice also reminds employees of the availability of our Inspector General to whom they can, without fear of reprisal, bring information when they believe that personnel laws or rules are being violated.

I evaluate the effectiveness of our personnel operations annually by appraising accomplishments in relation to specific goals in all significant areas of personnel management. This evaluation system directs attention to our goals in applying the principles of equal employment opportunity. We have published an Affirmative Action Plan to guide employees and all management echelons in the accomplishment of these EEO goals, and I have repeatedly expressed my personal identification with these objectives. I did so most recently in a meeting on 7 November 1974, which was attended by all Agency executives who were available at Headquarters.

This Agency will participate fully in accord with any further initiatives undertaken by the Commission, and I shall continue to insist that our personnel operations remain free of influence based upon politics, race, creed, or sex.

Sincerely,

131 W. E. Colby  
W. E. Colby  
Director

SUBJECT: Letter to Mr. Robert E. Hampton, Chairman, Civil Service  
Commission from the Director -- Appointments and  
Promotions in the Career Service

ORIGINATOR:

---

John F. Blake  
Deputy Director  
for  
Administration

---

(Date)

Distribution:

Original - Adse  
1 - Signing Official  
1 - DCI  
1 - DDCI  
1 - ER  
1 - DD/A  
1 - Director of Personnel  
1 - Inspector General

SUBJECT: Letter to Mr. Robert E. Hampton, Chairman, Civil Service Commission from the Director -- Appointments and Promotions in the Career Service

ORIGINATOR:

/s/ John F. Blake

21 NOV 1974

John F. Blake  
Deputy Director  
for  
Administration

(Date)

Distribution:

Original - Adse

- 1 - Signing Official
- 1 - DCI
- 1 - DDCI
- 1 - ER
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- 1 - Director of Personnel
- 1 - Inspector General
- ~~1~~ - DD/A Subject with atts
- 1 - DD/A Chrono w/o atts
- 1 - JFB Chrono w/o atts

DD/A 74-4170- 7 October 74 Memo for Heads of Depts. & Agencies  
fr R. E. Hampton, Chairman, CSC w/att of 20 September 1974  
to HEADS ALL DEPTS AND AGENCIES , SAME SUBJECT, fr the  
President, G.R. Ford

Retyped: EO-DD/A:LJD:der (21 Nov 74)

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice is Current Until Rescinded.

PERSONNEL



INTEGRITY OF THE MERIT SYSTEM

1. The purpose of this notice is to bring the attached Presidential memorandum to the attention of all Agency employees, particularly managers and supervisors. In this regard, I wish to again emphasize that all aspects of personnel management in the Agency will be administered without regard to politics, race, creed, or sex.

2. Any employee who has a basis for believing that personnel laws or rules are being violated can provide the Inspector General the facts without fear of reprisal, with the assurance that appropriate inquiry and action will follow.

3. As I stated in my meeting with Agency executives on 7 November 1974, I shall personally monitor progress in the application of the principles of Equal Employment Opportunity through the Annual Personnel Plan and the Personnel Development Program. I ask all employees to give their best effort toward the accomplishment of these objectives.

W. E. Colby  
Director

Attachment

DISTRIBUTION: ALL EMPLOYEES

ADMINISTRATIVE - INTERNAL USE ONLY

FOR IMMEDIATE RELEASE

September 20, 1974

Office of the White House Press Secretary

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THE WHITE HOUSE

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Whatever else, recent experience has proven one thing about the Federal Government: It can continue to function and move ahead even under the most difficult circumstances. This is due chiefly to more than two million career civil servants who, day-in and day-out, give of themselves in a thoroughly dedicated and efficient manner to assure this continuity.

These men and women act in the best traditions of the career civil service which has demanded from them for more than 90 years the highest degree of professionalism and competence. In return, it has assured them of a competitive system free from political considerations either in their appointments or in their promotions.

I intend to keep it that way -- and I call upon you to see to it that the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out in your department or agency. Appointments and promotions in the career service must not be made on the basis of either politics, race, creed or sex.

I have informed the Chairman of the United States Civil Service Commission of my determination to keep the Federal career service just that -- a career service in which men and women can be accepted in the first place on their ability and promoted on their merit. I ask you to make sure your agency fully complies with both the letter and the spirit of the law in this regard.

GERALD R. FORD

STAT





DD/A 74-4170  
Executive Director  
74-49042  
PERS 74-4676

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

October 7, 1974

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

In his memorandum of September 20, President Ford spoke of a career civil service free from political considerations and called upon each of us to see to it that "the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out ...." Our charge is clear.

We must all turn our immediate attention to specific actions that can be taken to insure that appointments and promotions within the career service are based solely on merit and without regard to either politics, race, creed or sex. Moreover, we must make certain that all personnel actions relating to competitive positions themselves, including the way they are described, the way they are established, and the way we seek qualified people to fill them, meet both the letter and the intent of applicable personnel laws and regulations.

I know that you will want to take steps to insure that every executive, manager, and supervisor within your agency is both fully aware of the President's memorandum and is personally committed to the integrity of day-to-day personnel operations. Employees who have a basis for believing that personnel laws or rules are being violated, and the matter is not appropriate for the grievance or appeals procedures, should know that there is an official within each department or agency to whom they can provide the facts, without fear of reprisal, and that appropriate inquiry and action will follow. In addition, I urge that you utilize your own internal systems of personnel management evaluation as an essential element in assuring continuing compliance with personnel laws and merit principles.

Obviously, there are a number of actions that can and must be taken to insure compliance with the President's memorandum. I would appreciate hearing from you by November 29 regarding the particular actions you have taken to carry out the President's instructions.

The Commission will be taking further initiatives in this regard, in addition to those we have under way already and, as always, we stand ready to assist you in this effort by providing upon your request appropriate briefings and advice and assistance on particular questions or problems that might arise.

*Robert E. Hampton*  
Robert E. Hampton  
Chairman

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

FOR IMMEDIATE RELEASE

September 20, 1974

Office of the White House Press Secretary

-----

THE WHITE HOUSE

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

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I intend to keep it that way -- and I call upon you to see to it that the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out in your department or agency. Appointments and promotions in the career service must not be made on the basis of either politics, race, creed or sex.

I have informed the Chairman of the United States Civil Service Commission of my determination to keep the Federal career service just that --- a career service in which men and women can be accepted in the first place on their ability and promoted on their merit. I ask you to make sure your agency fully complies with both the letter and the spirit of the law in this regard.

GERALD R. FORD

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

FROM:

Director of Personnel  
5E 58, Headquarters

EXTENSION

NO.

DATE

19 NOV 1974

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)1. Deputy Director for  
Administration  
7D 26, Headquarters

2.

3.

4.

5. Director of Central  
Intelligence  
7E 12, Headquarters

6.

7.

8.

9. Director of Personnel  
5E 58, Headquarters

10.

11.

12.

13.

14.

15.

Attached at Tab A is a suggested letter to Chairman Hampton concerning action in response to the President's directive that appointments and promotions in the career service must be made without regard to politics, race, creed, or sex.

Attached at <sup>6</sup>Tab B is a proposed Headquarters Notice on the integrity of the merit system.

A

**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON, D.C. 20505

Honorable Robert E. Hampton  
Chairman  
United States Civil Service Commission  
Washington, D. C. 20415

Dear Mr. Hampton:

This is in reply to your memorandum of 7 October 1974 concerning action responsive to the President's directive that appointments and promotions in the career service must be made without regard to either politics, race, creed, or sex.

Personnel management in this Agency is based on the principle that, in every appointment and promotion consideration, our personnel operations are truly apolitical. We have issued an Agency Notice to direct the attention of managers and supervisors to the President's memorandum. That Notice also reminds employees of the availability of our Inspector General to whom they can, without fear of reprisal, bring information when they believe that personnel laws or rules are being violated.

I evaluate the effectiveness of our personnel operations annually by appraising accomplishments in relation to specific goals in all significant areas of personnel management. This evaluation system directs particular attention to our goals in applying the principles of equal employment opportunity. We have published an Affirmative Action Plan to guide employees and all management echelons in the accomplishment of these EEO goals, and I have repeatedly expressed my personal identification with these objectives. I did so most recently in a meeting on 7 November 1974 which was attended by all Agency executives who were available at Headquarters.

This Agency will participate fully in accord with any further initiatives undertaken by the Commission, and I shall continue to insist that our personnel operations remain free of influence based upon politics, race, creed, or sex.

Sincerely,

W. E. Colby  
Director

B

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL



STAT

INTEGRITY OF THE MERIT SYSTEM

The purpose of this notice is to bring the attached memorandum from the President to the attention of all managers, supervisors and employees and to notify all members of the Agency of my insistence that our personnel operations be free of the influence of politics, race, creed or sex.

Any employee who has a basis for believing that personnel laws or rules are being violated should provide the Inspector General the facts, without fear of reprisal, and be assured that appropriate inquiry and action will follow.

As I stated in my meeting with Agency executives on 7 November 1974, I shall continue personally to monitor progress in the application of the principles of Equal Employment Opportunity through the Annual Personnel Plan and the Personnel Development Program. I ask each employee to give 2 best effort toward the accomplishment of these objectives.

W. E. COLBY  
Director

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

20 Nov '74

DFC,

The attached papers were prepared by the Director of Personnel, for the DDA. [ ] brought it down for informal coordination prior to showing it to Jack Blake.

STAT

Some of the language that is strange (to my ears/eyes) actually comes from the memo of the President and the Chairman of the Civil Service Commission. So I only have two suggestions for modification:

(1) In the second paragraph it doesn't sound right, and when I checked it did not conform to the language of the Chairman's letter, which said in effect that if employees believe that they have a basis for thinking the law is being broken, and it is not appropriate for the grievance procedure, they "should know that there is an official within each department or agency to whom they can provide facts, without fear of reprisal. . ." Accordingly, I think the proposed Agency notice might be changed to read

Any employee who has a basis for believing that personnel laws or rules are being violated ~~can~~ provide the Inspector General the facts without fear of reprisal, with the assurance that appropriate inquiry and action will follow.

(2) The last sentence of the last paragraph of the proposed notice must have gotten hung up on whether to say whose best effort (his or hers). I propose changing it to read

I ask all employees to give their best effort toward the accomplishment of these objectives.

If the above comments seem appropriate to you, I will phone Skip and work it out.

SDB

Don Chamberlain's wife is "replicated"



CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

STAT

STAT

Honorable Robert E. Hampton  
Chairman  
United States Civil Service Commission  
Washington, D. C. 20415

Dear Mr. Hampton:

ILLEGIB

This is in reply to your memorandum of 7 October 1974 concerning action responsive to the President's directive that appointments and promotions in the career service must be made without regard to either politics, race, creed, or sex.

Personnel management in this Agency is based on the principle that, in every appointment and promotion consideration, our personnel operations are truly apolitical. We have issued an Agency Notice to direct the attention of managers and supervisors to the President's memorandum. That Notice also reminds employees of the availability of our Inspector General to whom they can, without fear of reprisal, bring information when they believe that personnel laws or rules are being violated.

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Sincerely,

W. E. Colby  
Director

PERSONNEL

STAT

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The purpose of this notice is to bring the attached memorandum from the President to the attention of all managers, supervisors and employees and to notify all members of the Agency of my insistence that our personnel operations be free of the influence of politics, race, creed or sex.

Any employee who has a basis for believing that personnel laws or rules are being violated <sup>can</sup> should provide the Inspector General the facts, without fear of reprisal, <sup>with the assurance</sup> and ~~be assured~~ that appropriate inquiry and action will follow.

As I stated in my meeting with Agency executives on 7 November 1974, I shall continue personally to monitor progress in the application of the principles of Equal Employment Opportunity through the Annual Personnel Plan and the Personnel Development Program. I ask <sup>all</sup> each employee to give <sup>me</sup> his best effort toward the accomplishment of these objectives.

W. E. COLBY  
Director

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

ALTERNATE PARAGRAPH 1.

1. The purpose of this notice is to bring the attached <sup>P</sup>residential memorandum to the attention of all Agency employees, particularly managers and supervisors. In this regard, I wish to again emphasize that all aspects of personnel management in the Agency will be administered without regard to politics, race, creed or sex.



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

October 7, 1974

PERS 74-4676

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

In his memorandum of September 20, President Ford spoke of a career civil service free from political considerations and called upon each of us to see to it that "the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out ...." Our charge is clear.

We must all turn our immediate attention to specific actions that can be taken to insure that appointments and promotions within the career service are based solely on merit and without regard to either politics, race, creed or sex. Moreover, we must make certain that all personnel actions relating to competitive positions themselves, including the way they are described, the way they are established, and the way we seek qualified people to fill them, meet both the letter and the intent of applicable personnel laws and regulations.

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Obviously, there are a number of actions that can and must be taken to insure compliance with the President's memorandum. I would appreciate hearing from you by November 29 regarding the particular actions you have taken to carry out the President's instructions.

The Commission will be taking further initiatives in this regard, in addition to those we have under way already and, as always, we stand ready to assist you in this effort by providing upon your request appropriate briefings and advice and assistance on particular questions or problems that might arise.

*Robert E. Hampton*

Robert E. Hampton  
Chairman

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

FOR IMMEDIATE RELEASE

September 20, 1974

Office of the White House Press Secretary

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THE WHITE HOUSE

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Whatever else, recent experience has proven one thing about the Federal Government: It can continue to function and move ahead even under the most difficult circumstances. This is due chiefly to more than two million career civil servants who, day-in and day-out, give of themselves in a thoroughly dedicated and efficient manner to assure this continuity.

These men and women act in the best traditions of the career civil service which has demanded from them for more than 90 years the highest degree of professionalism and competence. In return, it has assured them of a competitive system free from political considerations either in their appointments or in their promotions.

I intend to keep it that way -- and I call upon you to see to it that the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out in your department or agency. Appointments and promotions in the career service must not be made on the basis of either politics, race, creed or sex.

I have informed the Chairman of the United States Civil Service Commission of my determination to keep the Federal career service just that -- a career service in which men and women can be accepted in the first place on their ability and promoted on their merit. I ask you to make sure your agency fully complies with both the letter and the spirit of the law in this regard.

GERALD R. FORD

DD/A Registry  
File personnel - 5

Director of Personnel  
SE 58 Hqs

Please assume action responsibility in developing an appropriate detailed response for the signature of the DCI. Defer to you as to whether there is a need to publish a notice or take other positive steps in advance of this reply.

Suspense: 15 November 1974.

15/D  
LJD

Att: DD/A 74-4170

Executive Officer to the DD/A  
7D 26 Hqs  

25 Oct 74

STAT

EO-DD/A   kmg (25 Oct 74)

STAT

Distribution:

Orig RS - Adse w/cy of Att

1 - DD/A Chrono

~~1~~ - DD/A Subject w/cy of Att

DD/A 74-4170: Memo dtd 7 Oct 74 for Heads of Depts and Agencies fr Chmm, USCSC re carrying out the merit principles contained in the Civil Service Act as noted in President Ford's memo dtd 20 Sep 74

Approved For Release 2006/08/30 : CIA-RDP84-00780R006000050009-4



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

October 7, 1974

Executive Registry

74-4904/2

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

In his memorandum of September 20, President Ford spoke of a career civil service free from political considerations and called upon each of us to see to it that "the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out ...." Our charge is clear.

We must all turn our immediate attention to specific actions that can be taken to insure that appointments and promotions within the career service are based solely on merit and without regard to either politics, race, creed or sex. Moreover, we must make certain that all personnel actions relating to competitive positions themselves, including the way they are described, the way they are established, and the way we seek qualified people to fill them, meet both the letter and the intent of applicable personnel laws and regulations.

I know that you will want to take steps to insure that every executive, manager, and supervisor within your agency is both fully aware of the President's memorandum and is personally committed to the integrity of day-to-day personnel operations. Employees who have a basis for believing that personnel laws or rules are being violated, and the matter is not appropriate for the grievance or appeals procedures, should know that there is an official within each department or agency to whom they can provide the facts, without fear of reprisal, and that appropriate inquiry and action will follow. In addition, I urge that you utilize your own internal systems of personnel management evaluation as an essential element in assuring continuing compliance with personnel laws and merit principles.

Obviously, there are a number of actions that can and must be taken to insure compliance with the President's memorandum. I would appreciate hearing from you by November 29 regarding the particular actions you have taken to carry out the President's instructions.

The Commission will be taking further initiatives in this regard, in addition to those we have under way already and, as always, we stand ready to assist you in this effort by providing upon your request appropriate briefings and advice and assistance on particular questions or problems that might arise.

*Robert E. Hampton*  
Robert E. Hampton  
Chairman

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT



Approved For Release 2006/08/30 : CIA-RDP84-00780R006000050009-4

STAT

Approved For Release 2006/08/30 : CIA-RDP84-00780R006000050009-4

DD/A

74-3749

ER 74-4904/A

DDA Registry

File *Personnel 5*

Mr. Bernard Rosen  
Executive Director  
United States Civil Service Commission  
Washington, D. C. 20415

Dear Bernie:

I was pleased to receive from you a copy of the recent White House press release of 20 September 1974 underscoring the integrity and professionalism of the civilian career employee. We have taken steps to ensure that our employees are made aware of this welcomed statement.

Sincerely,

*Bill*

W. E. Colby  
Director

Distribution:

O & 1 - Addse  
1 - DCI w/cy of ER 74-4904/1  
1 - DDCI "  
1 - ER "  
1 - D/OP "  
2 - DD/A w/*orig* of ER 74-4904/1 Chrono. Subject  
DD/A/JFBlake:jmh [ ] (24 September 1974)

STAT

STAT

Next 1 Page(s) In Document Denied

FOR IMMEDIATE RELEASE

September 20, 1974

Office of the White House Press Secretary

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THE WHITE HOUSE

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Whatever else, recent experience has proven one thing about the Federal Government: It can continue to function and move ahead even under the most difficult circumstances. This is due chiefly to more than two million career civil servants who, day-in and day-out, give of themselves in a thoroughly dedicated and efficient manner to assure this continuity.

These men and women act in the best traditions of the career civil service which has demanded from them for more than 90 years the highest degree of professionalism and competence. In return, it has assured them of a competitive system free from political considerations either in their appointments or in their promotions.

I intend to keep it that way -- and I call upon you to see to it that the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out in your department or agency. Appointments and promotions in the career service must not be made on the basis of either politics, race, creed or sex.

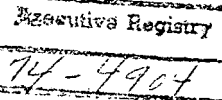
I have informed the Chairman of the United States Civil Service Commission of my determination to keep the Federal career service just that -- a career service in which men and women can be accepted in the first place on their ability and promoted on their merit. I ask you to make sure your agency fully complies with both the letter and the spirit of the law in this regard.

GERALD R. FORD

Approved For Release 2006/08/30 : CIA-RDP84-00780R006000050009-4

STAT

Approved For Release 2006/08/30 : CIA-RDP84-00780R006000050009-4



THE WHITE HOUSE  
WASHINGTON

DD/A Registry  
File *Personnel 5*

September 20, 1974

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

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STAT

*Herbert R. Ford*



*Original hand carried to D/OP  
for Bulletin Board ASAP. Mr. Blake has  
the note from the DCI re a draft response.*

Approved For Release 2006/08/30 : CIA-RDP84-00780R006000050009-4

STAT

Next 1 Page(s) In Document Denied

Approved For Release 2006/08/30 : CIA-RDP84-00780R006000050009-4